



Approved on
02/05/2018

VACANCY ANNOUNCEMENT



Terre des Hommes Foundation (Tdh) is an international NGO focussed on Child Rights. To support the development of its project in Juba, Tdh is encouraging applications from South Sudanese nationals for the role of:

Senior Field Supervisor

Duty station: Juba with frequent travel to the field locations within Greater Equatoria/Lakes
Contract duration: Four Weeks with possibility of extension up to six Weeks
Starting Date: ASAP

Reporting to: Emergency Coordinator

Job Summary

Under the direct supervision of the Emergency Coordinator, the Senior Field Supervisor will support the preparation, conduction and reporting of needs assessments undertaken by Tdh in Western South Sudan, with a priority focus on Greater Equatoria & Lakes, ensuring Tdh procedures and standards are upheld.

Duties and Responsibilities

I. Preparation of needs assessments

- From Juba, through desk review, research and contact with key informants, collect relevant information about the targetted areas to support the design of the assessment: geographical, demographical, security, administrative, logistics information, etc.
- Prepare actors mapping of the areas targetted for assessments, including contact details when possible, of relevant authorities, any group or individuals of influence/interest, NGO's, UN agencies, service providers
- Participate in the design of assessment methodology and planning
- Participate in the design of assessment tools to ensure they fit the context and will allow a relevant analysis of the situation
- Participate in risk analysis exercises and the design of appropriate safety and security protocols to be followed during the field assessment phase
- Participate in the recruitment of field enumerators: short listing, prepare and supervise tests, conduct interviews
- Prepare and conduct briefing and training of enumerators on the assessment tools
- Prepare detailed daily schedule for enumerators and other people participating to the assessments to ensure smooth and complete data collection as per defined in the methodology
- Support Tdh Logistics department for logistics aspects related to the field assessments: identification of cars to rent, accommodation, road plans, flight booking, communication material, etc
- Ensure mobile data collection material (smartphones and/or voice recorders) and other needed material are functional and ready for planned departure date from Juba. Anticipate purchase of any needed items.

II. During field assessments

- Facilitate Tdh introduction to local authorities and leaders to ensure a smooth collaboration and acceptance of the team. This will also contribute to ensure the team security. Represent Tdh and be able to explain Tdh's activities in the areas visited
- Ensure a good communication with the communities leaders and community members: this is "only" an

assessment and not a registration for a project

- Distribute enumeration materials and equipment to enumerators on daily basis and ensure that all questionnaires and equipment are accounted for after each data collection (daily follow up)
- Support the compilation of data, should it be downloading them to the program, collecting all questionnaires, ensuring recorded interviews are entered in the MDC asset
- Supervise the data collection process in the field and ensure enumerators properly use the survey tools. Organise additional training if needed.
- Conduct interviews and focus group discussions (FGDs) in the communities if needed
- Promote the participation of communities during the survey
- Make sure the respondents are fully aware of the purpose of the survey and what is Tdh
- Closely follow the survey schedule defined and reajust if/when needed
- Pass on any information or problems to the Emergency Coordinator and participate in problem resolution
- Respect the Tdh policy (Child protection, confidentiality of data collected among the communities) as well as Tdh rules (working hours..) and ensure enumerators respect them as well

III. Return from field and Reporting

- Handover all material to logistics department
- Justify any cash advance that may have been given to him/her
- Participate in data analysis and writing of the assessment reports
- Follow up with enumerators or any stakeholders if needed to gather additional or confirm information
- Perform any other relevant duty assigned by your supervisor

Desired Skills and Qualifications

- **Language skills:** Fluent in English. Knowledge of some local languages is an asset.
- **Education degree:** University degree/diploma. Should it be in the area of agronomy or social sciences is a plus
- **Work and personal requirements**
 - Excellent communication, writing and research skills
 - Highly organized individual and managing time effectively
 - Experience in utilizing technology tools and also possess the ability to master new technology tools, as required
 - Familiarity with the use of Kobo ODK is a strong asset
 - Experience in Food Security and livelihood programming is recommended
 - Experience in conducting Focus Group Discussions
 - Knowledge of computer applications /basic office package, at least MS Word and Excel
 - Confidence and can-do attitude; ability to advance on objectives with minimal supervision
 - Demonstrate awareness and sensitivity to gender and diversity

TO APPLY

Application modalities:

Qualified and interested candidates should submit their updated CVS, Academic Certificates and a covering letter to: Terre des Hommes, Hai cinema, plot 43 block AXI, 2nd class, Juba, South Sudan, or be emailed to: recruits.tdhss.juba@gmail.com

Clearly with the title indicated, "Senior Field Supervisor".
Closing date is May 15th, 2018.



Only shortlisted candidates will be contacted for a written test.

Note: "Due to the urgency to fill up the position, the recruitment process will start before the deadline for submitting applications and may be finalised as soon as a suitable candidate is identified."

Tdh's recruitment and selection procedures reflect our commitment to protect children's rights, which includes the prevention of all forms of child abuse. Tdh is an equal opportunity employer.

Submitted documentation will remain Tdh properties (do not submit originals).